



## SENIOR CITIZENS ADVISORY BOARD MINUTES

Tuesday March 18, 2014

Chair Goff called the meeting to order at **8:52 a.m.**

ROLL CALL – Members of the Board present: Chair-Bill Goff, Vice-Chair-Barbara Luzaich, Dorothy Carmichael, Ellen Donnelly, Elisa Gerald, Flori Green and Ken Kreisel. Excused: Treasurer, Karen Hornung. Staff Present: John Alita, Mary Tessier. Transcriber: Jackie Mattias.

**A. APPROVAL OF MINUTES: MSC Gerald/Luzaich approved the Minutes of the February 2014 Meeting.**

**B. TREASURER'S REPORT:** Written report was acknowledged as received and will be filed for audit.

**C. SUGGESTION BOX:**

1. Suggestion from Jennie Pitsch to raise Pedro fees was discussed. **MSC Luzaich/Kreisel moved to approve suggestion from Jennie Pitsch and the Pedro Club to raise fees to \$3 starting in April, giving group notification of change. Supervisor Tessier** will have to cancel Pedro on Thursday, July 3<sup>rd</sup> due to the Independence Day party.

**D. UNFINISHED BUSINESS:**

1. **Board Members** asked status of the suggestion to add more handicapped parking spaces in the parking row in front of the building. After discussion, **Assistant Director Alita** said he would follow up with Superintendent Brewer and the Public Works Department.

**E. COMMUNICATIONS: None**

**F. STAFF REPORTS:**

1. **Mary E. Tessier** – February Recreation Report was reviewed and received. The Valentines Party went very well and everyone had a great time.
2. **Susan Mrsny** – February Outreach Report was reviewed and received.
3. **Gloria Deeter** – February Nutrition Report was reviewed and received.
4. **Mary E. Tessier** - February Class Participation Report was reviewed and received. **Board Member Kreisel** noted that the Bocce League had a successful start! Birthday Club had 52 participants. **Supervisor Tessier** reminded everyone to remember to mark trip totals at front desk.
5. **John Alita – Assistant Director's Report:**
  - Working on the FY14/15 Budget, asking for more money for party supplies, adding a new ladies room door, and an upgraded alarm system.
  - Received a quote for alarm/sensor for the outside freezer. Looking into getting new chairs with arms for the Multi-purpose Room. The new door

in the Multi-Purpose Room was installed and the alarm is working. Still looking into spongy Multi-purpose Room floor situation.

- A new copier has been ordered and will be delivered soon. This machine will have copier, scanner, color options as well as a smaller machine to fit in the area better.
- Working with the County to get a second software license (at no cost) and install a second data base for us to input data faster and more efficiently for the lunch and bus ride information program.
- The building is getting great attention and the landscaping is fantastic! Kudos to Tim Thompson of the Parks Division for the great job he has done with the grounds.
- St. Patrick's Day party was another huge success, also thanking Polly Moyer for her decorating expertise that added special touches to event. Approximately 215 people were served and this time more lunches were ordered.
- Parties have really grown in participation noting that our reputation for hosting these events is great so more and more people are attending, causing the need for more volunteers. It was suggested to advertise in the Senior Centers' Newsletter, City Wide Newsletter and word of mouth that the Center is in need of volunteers to help at the front counter, lunch receptionist, Bingo and possibly kitchen help. You don't have to be a San Bruno Resident to volunteer!

#### **G. COMMITTEE REPORTS**

##### **1. Special Events Committee**

- a. Minutes of the March 3, 2014 Meeting were reviewed and accepted.

#### **H. NEW BUSINESS:**

1. **Review of Service Animal Policy - Assistant Director Alita** reviewed Policy, noting that there are two kinds of Service Animals; Service and Emotional Support. Emotional Support animals are almost exclusively limited to housing and not permitted in public buildings. When someone brings in an animal we can ask what work or task is the animals' purpose and animal must be on leash and under owner's control. A copy of the policy will be shared with Board Members and posted in multiple locations in Center.

#### **I. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:**

1. **Board Member Kreisel** announced that "Relay for Life" will be at the Senior Center, Saturday March 22<sup>nd</sup> @ 10am. Board Member Kreisel is looking for seniors to be in the background and cheer during their "They're Coming" event.

#### **J. ADJOURNMENT:** Chair Goff adjourned the meeting at 9:50 a.m.

Respectfully Submitted,

Jackie Mattias  
Executive Assistant